

RITA

4-27-67

AGENCY PRACTICES - BIENNIAL SUMMARY OF RECORDS HOLDINGS (SF136)

Data were obtained from 35 agencies on reporting practices. Following is a summary of the replies:

1. Frequency of obtaining data:

11 annually

21 biennially

2 both ways, varying with local offices

1 no answer

2. Cut-off date for reporting:

33 fiscal year (as of June 30)

2 other (1 as of May 31, and 1 as of December 31)

3. Forms used to obtain data:

10 SF 136

22 agency forms

3 other

4. Number of agency feeder reports:

Three typical figures:

Agriculture : 10,000 (largest)

Labor : 470

BuBud : 13 (smallest)

5. Number of times and where data are summarized in preparing composite report:

Varies widely with the agencies. Some summarize at central point, others at different subordinate levels.

2.

6. Internal use of data:

To gauge effectiveness of records management program and obtain basis data on agency holdings.

7. and 8. Suggestions and Comments:

Clarify whether "non-record" should or should not be included.

Consider asking for physical characteristics, e.g., tape, microfilm, etc.

Should volume destroyed be included in the form?